

DMV USE ONLY	
OCCUPATIONAL LICENSING NUMBER	
NAME	

DRIVING SCHOOL INSTRUCTOR ORIGINAL APPLICATION CHECKLIST

All applicant forms may be completed online and printed or they can be printed and completed manually in blue ink. All forms must be submitted with original (wet) signature in blue ink. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

SECTION 1 – FORMS REQUIRED <i>Attach documents in order stated.</i>	✓
Driving School Instructor Original Application Checklist (OL 219)	
Application for an Occupational License (OL 16I)	
Driving School Instructor Occupational Licensing Application (OL 203)	
A copy of a valid driver license or identification card and verifiable social security number. NOTE: Refer to FFDL8 https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm for other eligible documents to verify applicant eligibility when an SSN is not authorized. For additional information see <i>California Code of Regulations</i> Section 450.00 and 450.02.; or refer to the <i>United States Code</i> , Chapter 14, Subchapter II: Eligibility for State and Local Public Benefit Programs and Subchapter IV: General Provisions. http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&edition=prelim	
Physician's Health Report (DL 546A) NOTE: An original form must be submitted. Copies will not be accepted. Exception: An applicant, who is required to have and maintain a current Medical Examination report, DL 51, will be excluded from this requirement.	
Driving School Insurance Certificate (OL 207)	
Safety Inspection Report, Vehicle Used for Instruction (OL 221A)	
Safety Inspection Report, Motorcycle Used for Instruction (OL 221M)	
Request for Live Scan Service [second copy] (DMV 8016)	
SECTION 2 – ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in order stated.</i>	✓
Evidence of successful completion of the Driving School Instructor Written Examination <i>Applicants will take the written examination with their local Occupation Licensing Inspector. The written examination must be passed within three attempts.</i>	
Certificate of Course Completion (60 hours) in the teaching of driver education and driver training. <i>Must be a DMV approved 60 hour course.</i>	
Proof of high school graduation or equivalent.	
SECTION 3 – IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i>	✓
Keep a copy of all documents for your records.	

Submit the above required forms and documents to a local Occupational Licensing Inspections Office and be prepared to take the written examination. For office locations refer to www.dmv.ca.gov/fo/inspector_office.htm. An inspector will review the application to ensure all requirements are fulfilled and complete an applicant background check. An inspector will issue permits and supplies to instruct only after all requirements are fulfilled, the background check performed is clear, location has been inspected and approved, and the employing licensee's is approved to operate. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancies or decisions not to issue a license.

